

***EMERGENCY MANAGEMENT ADVISORY COUNCIL
REGULAR MEETING
FEBRUARY 8, 2005***

The Emergency Management Advisory Council held its regular meeting on Tuesday, February 8, 2005 at 8:00 A.M. in the Tippecanoe Room in the County Office Building. Advisory Council Members present were: Chairman Jimmy Kesterson Vice Chairman Nathan Miller, Mike Kyger, Dan Marvin, Dave Reagan, Garry Smith, John Withers, County Councilmember Kevin Underwood, and Commissioner Ruth E. Shedd. Others present were: Director Mark Kirby and Secretary Pauline E. Rohr.

Also present were Deputy Director Tim Batta and County Attorney David W. Luhman.

APPROVAL OF MINUTES

- Mr. Smith moved to approve the January 11, 2005 Minutes as distributed, seconded by Commissioner Shedd; motion carried.

CHAIRMAN'S COMMENTS: Jimmy Kesterson

Chairman Kesterson appointed chairmen for the following committees:

Mission Statement, Goals, & Objectives	Nathan Miller
Sirens, Siren Placements, KIT System, & Radios	Dave Reagan
Guidelines & Needs for Volunteers	Mike Kyger

Chairman Kesterson reported he read no negative comments in the newspaper regarding TEMA during the recent flooding and ice storm.

DIRECTOR'S COMMENTS: Director Mark Kirby

- Director Kirby reported TEMA has six or seven sirens in inventory that are not installed and three or four that need repairs. He would like to select locations for the sirens in inventory by April and will contact Cinergy to set a schedule for installation.
- Director Kirby noted that some of the sirens have a back-up battery that he thinks is too expensive, requires an annual inspection, and has to be replaced after two or three years. During the monthly siren test, all sirens in the system are activated.
- Director Kirby said he would like to change the procedure and test the sirens individually.
- Since only a few volunteers have traffic vests, Director Kirby would like to purchase more vests so that all volunteers have one when they are working in traffic control.
- Dan Marvin, West Lafayette Police Chief, Dave Payne, Lafayette Police, and Director Kirby are leaving for Wisconsin later today to finalize the details with company officials who are building the mobile command center.
- Director Kirby rescinded a former policy and will now allow the volunteers to take home a TEMA radio so they don't have to come to the TEMA Office before responding to an emergency. If problems arise, he said he will deal with them on a case by case basis.

- Attorney Luhman was asked to draft a letter to former TEMA Director Steve Wettschurack requesting the return of certain TEMA property that cannot be located to Director Kirby. As examples, Director Kirby cited two (2) laptop computers funded by the LEPC, a power washer, and video cameras.
- The TEMA Secretary sent a bill in the amount of \$4,350 to Kamp Speedway to reimburse the Volunteer Fund for work performed by the volunteers. The normal procedure is for Kamp to pay the Volunteer Fund which then pays the volunteers. In this case, the Volunteer Fund paid the volunteers but no check was received from Kamp. It was noted that Kamp usually overpays which helps the Volunteer Fund to grow.
- Director Kirby said he would like to establish a cadet program to involve high school students in TEMA activities. He said his son expressed an interest and he thinks other young people might also be interested.

Chairman Kesterson asked where the six or seven sirens in TEMA's inventory will be located. Director Kirby responded that one will be installed at Dayton but he is not sure if there are other designated sites. Chairman Kesterson asked Mr. Reagan to meet with the Communications Committee and decide where the others should be located.

Chairman Kesterson agreed that all volunteers should have traffic vests and advised the Director to moved forward with their purchase before the volunteers are called upon to direct traffic again. He suggested the Volunteer Fund as an appropriate funding source. Director Kirby said they have 20 vests but need 20 more that will cost approximately \$30 each. He said he would also like the volunteers to have coveralls and flashlights when working a scene. Chairman Kesterson asked Director Kirby to work with Mr. Kyger to determine the volunteers' needs.

- Mr. Kyger moved to give Director Kirby authorization to purchase the number of traffic vests needed from the Volunteer Fund subject to the approval of the volunteers, seconded by Mr. Marvin.

Since the volunteers just held their monthly meeting, Chairman Kesterson advised calling a meeting of the officers to get their approval for using the Volunteer Fund to pay for the vests.

Discussion was again initiated regarding 501c3 status for the volunteers. Mr. Smith said as far as he is aware, the information was given to Attorney Cy Gerde who agreed to set up 501c3 status pro bono but never followed through. As part of his committee assignment, Mr. Kyger was asked to investigate how far this has gone.

- Mr. Kyger's motion carried.

Chairman Kesterson asked who has ownership of equipment donated to TEMA. Attorney Luhman responded it is County property if it is donated to TEMA. If it is donated to another organization, it is the property of that organization. He advised bringing any proposed donation to the Advisory Council for approval so TEMA isn't receiving equipment for which there is no need or storage.

Chairman Kesterson said he would like the list of TEMA equipment that can't be located to be turned in to Attorney Luhman who will refer that information to the proper authority. This will enable the Advisory Council to move forward.

Attorney Luhman recommended adopting a policy regarding how things will be handled by the Advisory Council from this time forward. He recommended determining the status of the volunteers and deciding on a spending policy for the Volunteer Fund and who has the authority over the Fund. Chairman Kesterson asked Mr. Kyger to work on this with his committee.

Commissioner Shedd commented that equipment purchased with grant monies needs to be accounted for to protect the County for future grant opportunities.

Director Kirby mentioned that TEMA received a 2 year grant for approximately \$120,000 for the purpose of hiring a person to be a Grant Writer/Planner/Administrative Assistant. It is his understanding that the money can be used to fund different positions if the County submits a written request to the State to change the job description. Commissioner Shedd said some of this money could be used to pay part of the County's Grant Coordinator's salary since she is already helping in the TEMA Office two days a week. Chairman Kesterson said he is reluctant to bring on a person for only a short time. He said they need to look at the specifics of the grant before hiring personnel since the grant may stipulate the County has to retain and pay for the position when the grant expires.

Mr. Smith asked if there are enough 800 mhz radios for all volunteers. Director Kirby reported that all active volunteers should have an 800 mhz radio when the 5 radios that were ordered are added to the 11 spare radios. Mr. Smith asked the Director's opinion of TEMA's VHF Radio System. Director Kirby responded that is the system that activates the sirens and currently technology does not support that type of paging via 800 mhz so the system will have to be maintained at least for that function. Chairman Kesterson asked the Communication Committee to research the number of radios in the various systems and recommend what action to take. Mr. Reagan pointed out the pagers are on that system and it is also the only Simplex frequency TEMA has.

Mr. Miller asked for background on the Mobile Command Unit referred to earlier in the meeting. Director Kirby responded it is being purchased with grant monies totaling approximately \$450,000. Mr. Marvin explained that two Homeland Security Grants were the source for the monies that were funneled through Emergency Management Directors. A local emergency planning group composed of sheriff, police, and fire representatives was established to determine what was needed in this vehicle that will be used as a regional response vehicle. Commissioner Shedd said the County's Grant Coordinator is aware of the two grants involved and the commitment by the County. Mr. Reagan said TEMA was working toward putting together a mobile command center for the County. However, that was put on hold when the Regional Team began putting together a mobile command center that would be stationed in Tippecanoe County and could be used by TEMA as well as other teams in the region. Chairman Kesterson questioned which county will have priority for using the equipment if an emergency arises in more than one of the regional counties. Commissioner Shedd asked who will pay the insurance and other expenses on this vehicle.

Attorney Luhman suggested investigating if the Commissioners approved and signed the grant application. If they did, then the County is bound by the terms of the grant. He said we may have signed a purchase order for the vehicle and are committed to purchase the vehicle. He advised approval of grants by the Advisory Council or a review committee before presenting to the Commissioners for approval.

- Mr. Miller moved that any grant applications be reviewed and approved by the Advisory Council prior to submission to the Commissioners for their approval, seconded by Mr. Smith; motion carried.

Commissioner Shedd reported she spoke to the County's Grant Coordinator about seeking a grant to build a storage building for all of TEMA's equipment but was told that grants cannot be used to build buildings. She thinks one of TEMA's goals should be to get a building that can house all the equipment in one location. Director Kirby said local builders may be willing to donate time and/or materials.

Mr. Miller asked if we have the ability to put production of the Mobile Command Center on hold. Director Kirby said this is well beyond the initial stage and he thinks there would be financial consequences if we asked the company to stop production at this point. Director Kirby said he would like guidelines on how the Mobile Command Center will be used regionally.

COMMUNICATION COMMITTEE: Dave Reagan, Chairman

Mr. Reagan distributed a handout showing current siren locations and the range of each. He reported TEMA pays \$7 per month for electricity to each siren except those that are privately funded.

Mr. Miller said he thinks battery back-up for the sirens is important to make sure the siren is operational if the power is off. If there is no power, the siren loses its value. Chairman Kesterson said TEMA needs to determine the estimated cost of batter back-up and realistically budget for in 2006. Director Kirby interjected he thinks \$200 to replace is battery is very expensive, but Chairman Kesterson said it thinks batter back-up is needed.

HAZ-MAT REPORT: Deputy Director Tim Batta

Since the last report, the Team responded 3 times with less than 5 people involved. He said two of the responses were for substance evaluation; one by the Sheriff and one by Lafayette Fire. Three Team members will attend instruction in Columbus, Ohio next week on Sensir, the equipment that evaluates substances.

REPORT: Advisory Council Expansion: Attorney Luhman

At the January meeting, Attorney Luhman was asked to investigate if the Advisory Council can be expanded to included Purdue University. He reported that IC 10-14-3-17 provides for unlimited membership and read from the code:

(quote)

- c) The county emergency management advisory council consists of the following individuals or their designees:
- (1) The president of the county executive or, if the county executive does not have a president, a member of the county executive appointed from the membership of the county executive.
 - (2) The president of the county fiscal body.
 - (3) The mayor of each city located in the county.
 - (4) An individual representing the legislative bodies of all towns located in the county.
 - (5) Representatives of private and public agencies or organizations that can assist emergency management considered appropriate by the county emergency management advisory council.
 - (6) One (1) commander of a local civil air patrol unit in the county or the commander's designee

(unquote)

County Ordinance 94-02-CM provides for a maximum 10 members but names 9 members:

(quote)

Sec. 1: In accordance with IC 10-4-1-10 (b), there is established a Tippecanoe County Civil Defense and Emergency Management Advisory Council which shall consist of a Maximum of 10 members, each of which shall be appointed by the Board of County Commissioners for 2-year terms, as follows:

- a) One member shall be a member of the Tippecanoe County Council;
- b) One member shall be a member of the Tippecanoe County Board of Commissioners;
- c) One member shall be a member of the Tippecanoe County Chamber of Commerce;
- d) One member shall be an appointee of the City of Lafayette as recommended by the Mayor of Lafayette;
- e) One member shall be an appointee of the City of West Lafayette as recommended by the Mayor of West Lafayette;
- f) one member shall be appointed representing each of northeast, southeast, southwest, and northwest quadrants of the county, such quadrants being determined by using the Tippecanoe County Courthouse as the center of the county as appointed by the Board of Commissioners. Each member appointed for each respective quadrant may be recommended by the various town boards located within that respective quadrant, if applicable.

(unquote)

Attorney Luhman advised the Advisory Council to determine if the current membership adequately represents the interests in Emergency Management in the County. If not, he suggested an investigation by a committee to determine if they want to add a member and make a recommendation regarding who to add.

Chairman Kesterson pointed out that Purdue has a representative in Mr. Reagan who also is a quadrant representative and Commander of the Civil Air Patrol. Mr. Reagan acknowledged he works at Purdue but said he doesn't work closely with Carol Shelby, their emergency person, and is not on top of all they do particularly with Haz-mat issues. Director Kirby said he thinks Purdue feels excluded and wants to be more involved with TEMA. Chairman Kesterson asked Mr. Miller and Mr. Reagan to contact Carol Shelby at Purdue regarding their wishes and report to the Advisory Council.

NEW BUSINESS

Mr. Smith introduced John Withers, the new City of Lafayette representative to the Advisory Council. Mr. Withers is also the City's Homeland Security Director.

NEXT MEETING

The next TEMA Advisory Council Meeting will be held at 8:00 A.M., Tuesday, March 8, 2005 in the Tippecanoe Room in the County Office Building.

ADJOURNMENT

- Commissioner Shedd moved to adjourn, seconded by Mr. Kyger; motion carried.

Robert A. Plantenga, Auditor